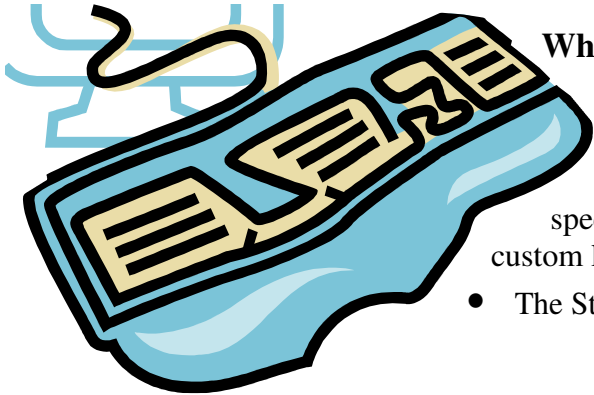


## Mouse and Keyboard Skills

### Why Do I Need To Learn More About the Keyboard and Mouse?

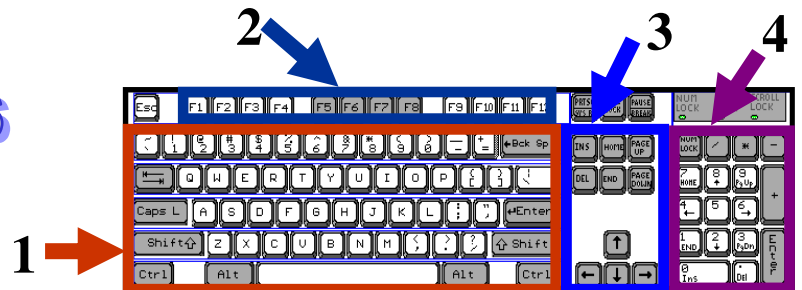
- To use any computer, you will need to know both how to use a mouse (or trackball), the keyboard and how to type in general. We have tutorials here in the Educational Technology Center for improving your typing skills. In this class, we will only be focusing on the basic skills required to use the mouse and keyboard.
- In every computer application, you need to have some way to navigate and “tell” the computer what you want to do.



### What are the Parts of a 104-key Windows Keyboard?

- There are several different types of keyboards. In this class, we will focus on **The Standard 104-key Windows Keyboard** which has typing keys, a numeric keypad, function keys, control keys and a few special Windows keys. Some manufactures of laptops will often have custom keyboards with specialty keys.
- The Standard 104-key Windows Keyboard is divided into four distinct sections.

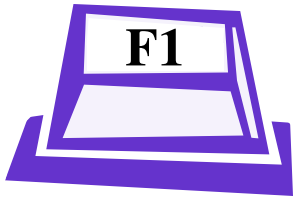
### The Four Sections of the Keyboard



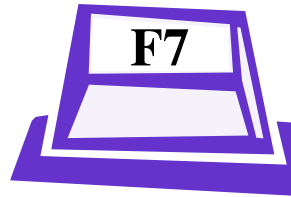
1. The **Alphanumeric** (Section 1) keys are very similar to the keys found on a typewriter. They include the keys A-Z and 0-9, punctuation keys, and the symbol keys.
2. The **Function** keys (Section 2) are used to execute commands for a specific program or even an operating system such as Windows. There are labeled F1-F12 across the top of your keyboard. These keys were used more when dealing with DOS programs. Today, most of these keys still provide some sort of function such as shortcuts for common tasks. (see page 2 for more details about the function keys)
3. The **Cursor Movement** (Section 3) keys provide specific maneuvering capabilities with the screen. The arrow keys allow you to quickly maneuver between letters, words, sentences and paragraphs. The other keys (Home, End, Page Up and Page Down) will allow you to make jumps across larger screens and sections. The **Home** key will take you to the beginning of the line where you are typing. If you press the **Control + Home** keys you will go to the beginning of your document. The **End** key will take you to the last character of that current line, while if you press the **Control + End** keys, you will be sent to the end of your current document. The **Page Up** will move you up one page. The **Page Down** will move you down one page.
4. The **Numeric Keypad** (Section 4) is located on the right side of the keyboard and is usually used to enter numbers and perform calculations. This is used regularly to increase speed with data entry and has been designed to be laid out similar to most calculators and adding machines. In order to use the numeric pad, you must press the **Num Lock** key first. You will notice usually a green light indicating that the Num Lock keys are on. To turn off this option, press the Num Lock again. Now the number pad will work similarly to the arrow keys to their left and will function as navigating tools. You will also find the arithmetic operators here.

## Mouse and Keyboard Skills

# The Function Keys F1 through F12



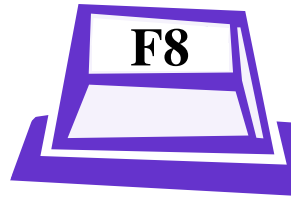
The F1 key will often bring up a help menu while you are working in a program. If you are working on your Windows desktop, a Windows help screen will appear.



The F7 key, in some programs, will run the spelling and grammar check.



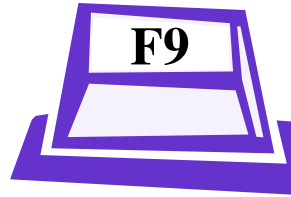
The F2 key will allow you to rename a file or folder. Highlight any file or folder, then press F2. After you have edited the name, just click outside the box or press enter.



The F8 key can be used to access the Safe Mode if pressed during computer's boot up process. This is a troubleshooting mode for Windows.



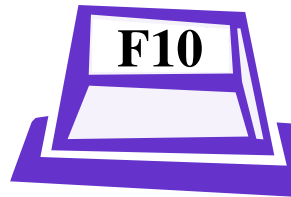
The F3 key will open the Find Files window while you are working in Windows.



The F9 key has no specific function.



The F4 key will open the Address bar when working in Internet Explorer. If you press the F4 key and the Alt key at the same time, you will be able to close the open Window where you are working.



The F10 key can be used to activate the menu bar. Next, use may use the arrow keys to navigate in the menus. Also, if you press the Shift key while you are pressing the F10 key a shortcut menu will pop up.



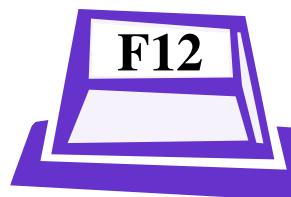
The F5 key will refresh any Web page you are viewing. In certain Windows programs, it may bring up the Find and Replace menu.



The F11 key will allow you to toggle back and forth from full screen view.



The F6 key may help you, in some programs, move around on a page.

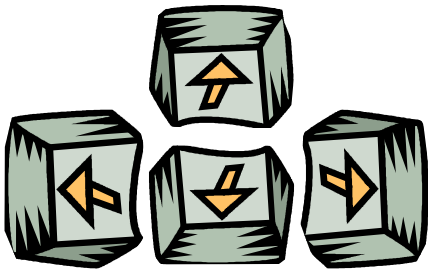


The F12 key has no specific function.

## Mouse and Keyboard Skills

### What are Some Other Cursor Movement Keys?

- The **Backspace key** is used to delete a character just to the left (or before) the cursor. It is often confused with the delete key.
- The **Delete key** is used to remove a character from the right of the cursor. It is also used to delete an object that has been selected. Click on the object or file you want to remove and press the **Delete** key.
- The **Insert key** allows text to be inserted. In most word processing programs you can toggle between (enabled) inserting new text that will automatically push the current characters to the right or (disabled) typing over current text. In Microsoft Word, you will see OVR in the status bar which means “Overtyping.” In that mode, you will be overtyping any current text to the right of the cursor. If you want to remove this option, just press the **Insert key** again and OVR will disappear from the status bar.

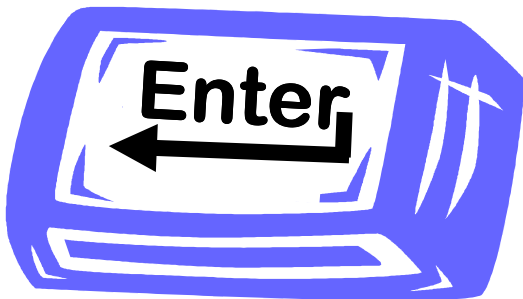
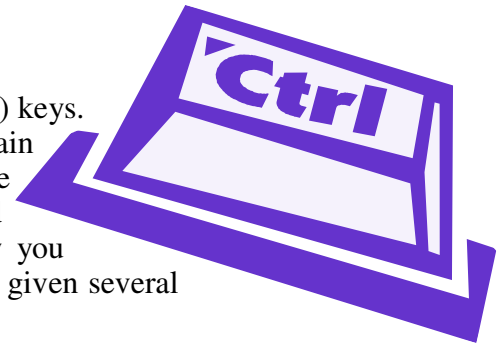


### What Are the Arrow Keys?

- The arrow keys are useful in many applications such as spreadsheet, word processing applications, and games.
- Each arrow will move you one character to the right or left (if using the right and left arrow keys) or one cell (in a spreadsheet) to the right or left.
- The up and down arrows will move you one line up or down in a word processing program and one cell up and down spreadsheet program.

### What About All The Other Keys ?

- The **Modifier** keys are the **Shift**, **Alt** (Alternate) and **Ctrl** (Control) keys. They are used in conjunction with another key to perform a certain task. For instance, when you have multiple windows open in the Windows Operating System, while you hold down the **Alt** key and then tap the **Tab** key, you will be able to select which window you would like to open. If you press **Ctrl + Alt + Delete** you will be given several choices, one of which is to reboot the computer.
- We will now review other important keys. The **Escape** key (Esc) will allow the user to abort or cancel an operation. If you need to capitalize a letter, or select a symbol from above the numbers, you must press and hold the **Shift** key while typing. If you would like for all your letters to be capitalized and you wish to use your number keys regularly, press the **Caps Lock** key. Once you are finished, press the Caps Lock key again. When you press the horizontal bar on the keyboard, the **Spacebar**, it creates a space to separate words or sentences. The **Tab** key will advance the cursor to the next tab setting on the line. To return the cursor on a new line or to execute a command or operation, use the **Enter** key. When typing in a Word Processor program, do not press the **Enter** key at the end of each line (your text will wrap). You will want to press the **Enter** key at the end of each paragraph.



- If you press the **Ctrl** key and the **Print Screen** key, a copy of your screen will be sent to the clipboard.
- The **Scroll Lock** key is not used in many applications, but in Microsoft Excel, you can select the Scroll Lock key to move the window instead of the selected cell.
- In some programs, you can use the **Pause Key** to stop a game to step away for a moment or freeze data on a screen.
- The **Microsoft Windows** key is used to open the Start Menu. The **Microsoft Context** key is basically the same as a right click. It will display the current context menu.

## Mouse and Keyboard Skills

### What are Some Popular Keyboard Shortcuts?

<i>Keyboard Key(s)</i>	<i>Function</i>
<b>Ctrl + C</b>	Copy Selected Item
<b>Ctrl + V</b>	Paste Selected Item
<b>Ctrl + X</b>	Cut Selected Item
<b>Home</b>	This will take you to the beginning of the current line.
<b>Ctrl + Home</b>	This will take you to the beginning of your document, page or section.
<b>Tab</b>	This will take you to the next field (or cell) to the right
<b>Shift + Tab</b>	This will take you back to the previous field (or cell) to the left
<b>End</b>	This will take you to the end of the current line.
<b>Ctrl + End</b>	This will take you to the end of the document, page or section.
<b>Escape Key</b>	Use this key to cancel a command or to quit
<b>F1</b>	In most Microsoft programs, this will pull up the Help Window.
<b>One click + Enter Key</b>	Acts as a double-click
→	Moves one object or character to the right
←	Moves one object or character to the left
↑	Moves one object or line up
↓	Moves one object or line down
<b>Ctrl + click</b>	Selects non-contiguous objects
<b>Shift + click</b>	Selects contiguous objects
<b>Ctrl + Alt+ Delete</b>	This is a way to log-off, shut down or access your task manager
<b>Alt +F4 key</b>	Use these two keystrokes to exit a frozen program



### What Are the Different Types of Mice?

- The **traditional** mouse uses an rubber ball to reference it's x and y coordinates, and it does require a mouse pad.
- The **optical** mouse uses a tiny camera to take thousands of pictures every second. It does not require a mouse pad, and because of no moving parts, it is less likely to have failure.
- The **wireless** mouse is cord free and most use a radio signal to communicate with your computer.

### How Should I Hold the Mouse?

- Keep your arm straight without moving your wrist. Only move your arm and elbow, not your wrist. This will help to prevent carpal tunnel. Cradle the mouse by allowing your thumb to rest on the side while your pinkie and ring finger rest on the other side. Place your index finger on the left button and your middle finger on the right button.
- Always leave the mouse on the mouse pad. If you run off the edge of the mouse pad, carefully, lift the mouse back to the center of the pad and continue.

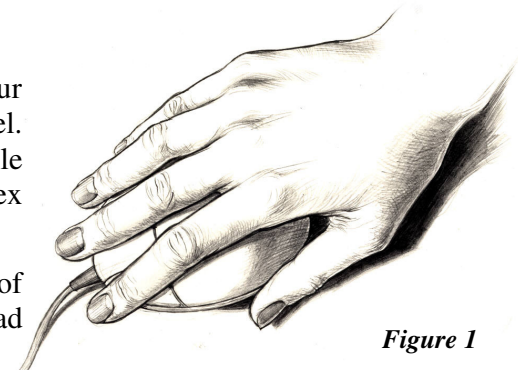
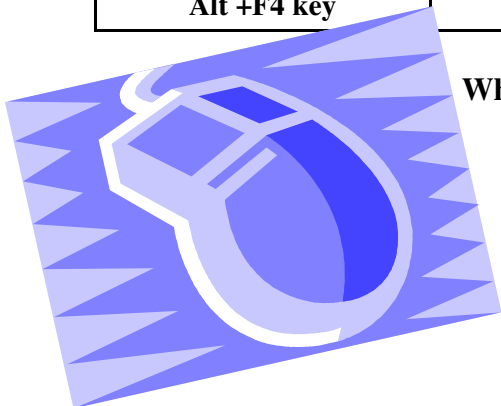



Figure 1



## Mouse and Keyboard Skills

### How Do I use the Mouse?

- The **Primary Mouse Button** is typically the left mouse button and the **secondary mouse button** is typically the right mouse button. You will use the primary (left) mouse button most often. Whenever you are instructed to “click,” you will use your primary mouse button.
- **Point** means you move the mouse across a flat surface until the mouse  **p o i n t e r** rests on the item of choice on the desktop. It will appear as an arrow (pointer) for you to use to point.
- **Click** means you press and release the *primary* (left) mouse button. You must point to an item before you click. Be careful not to move the mouse while you are clicking.
- **Right-click** means you press and release the *secondary* (right) mouse button. You will point to an object on the screen prior to right-clicking. Whenever you right-click an object, a context-sensitive, or basically a shortcut, menu will display. The use of shortcut menus speeds up your work and adds flexibility to your interface with the computer. You will not use the secondary mouse button as often as the primary mouse button.
- **Double-click** means you quickly press and release the *primary* mouse button twice *without moving the mouse*. You must point to an item before you double-click. If you have problems double-clicking, click once on the item (it should be highlighted) now press the **Enter** button. This will accomplish a double-click.
- **Drag** means you point to an item, hold down the *primary* (left) mouse button, move the item to the desired location on the screen, and then release the mouse button.
- **Right-drag** means you point to an item, hold down the *secondary* (right) mouse button, move the item to the desired location, and then release the mouse button. It will usually prompt you for the next step such as “move or copy object here”.
- The **Scrolling Wheel** allows you to quickly scroll vertically on your page. Every mouse does not have a scrolling wheel, however, it is an efficient and convenient way to scroll up and down

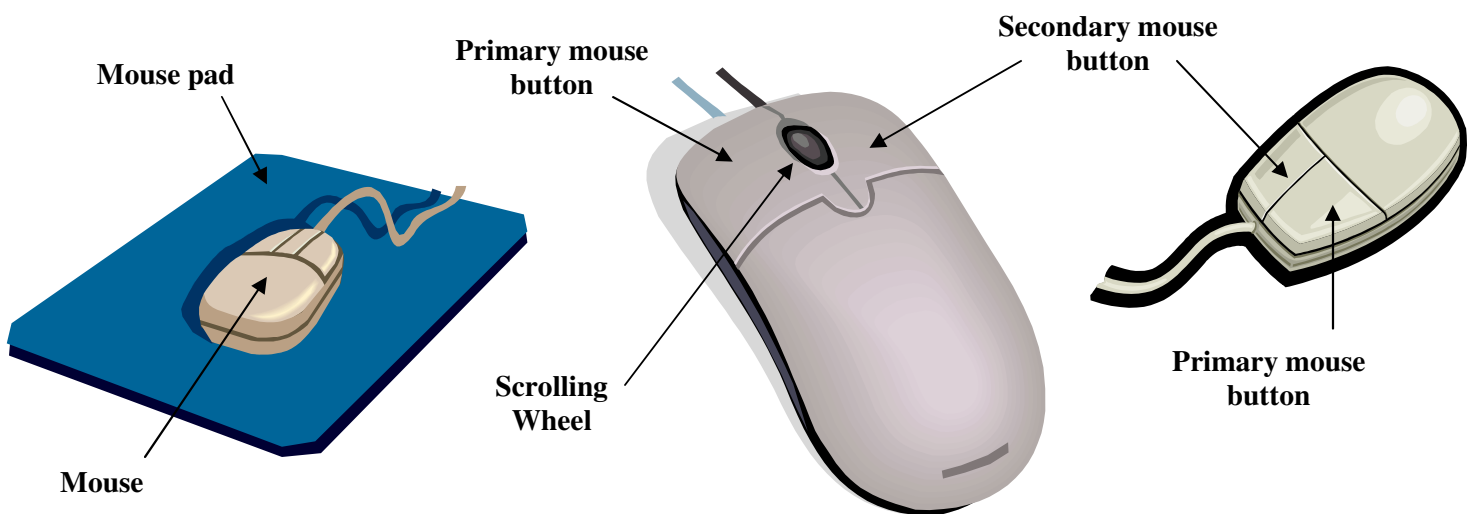


Figure 2

## Mouse and Keyboard Skills

### Why Does the Pointer Change Its Shape?



The I-beam appears when you are in any area that permits typing new text or editing existing text. It is also called the typing cursor.



The cross-hair appears when you have the ability to change or move a window or graphic.



The double arrow indicates you have the ability to resize a window or graphic.



The arrow indicates you have the ability to select and/or move an icon or object. You will always have an arrow when pointing to any toolbar or menu.



The hand indicates you have the ability to click on or select an object or link. A link will take you to another web site on the Web.



When you see an hourglass, your computer is performing an action. Please be patient and wait until the hourglass disappears.

### How Do I Select Text to Change the Font, Color or Size?

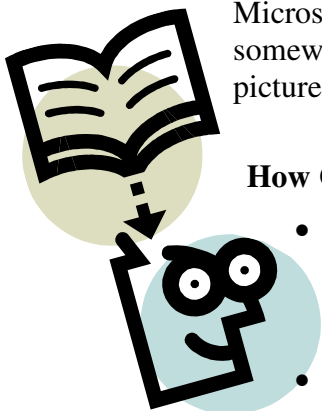
- Hold down the left mouse button as you pass over a sentence or word. It will appear to be hi-lighted like this.
- Once your text is selected, now proceed to change the font, color or size. Remember that the text *must* be selected in order to make a change.

### Let's Practice Using the Mouse and Keyboard

- By using your mouse, double click on the mouse tutorial folder on your desktop. Now double click on the Mouse 2000 icon.
- At the beginning of this tutorial, you will use the "Enter" button for several screens, then follow the directions for using the mouse.
- Once you have finished, you may complete the tutorial again for more practice, or try opening Microsoft Word and enter some text. After you have entered that text, try to cut and paste it somewhere else on the page. Change the font size, color and style. Then use your mouse to insert a picture from the clip art and move that picture to different areas on your document.

### How Can I Get More Practice on My Own?

- The Educational Technology Center (ETC) has the "Mavis Beacon Teaches Typing" program. This is a wonderful way to learn how to type while using a computer. This is available on all the computers in the Educational Technology Center at the Athens-Clarke County Library.
- If you want to continue practicing using the mouse at home, go to this Web site for a free mouse tutorial. <http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>



## Mouse and Keyboard Skills

*The following is a list of a few of the many computer books available here in the library.*

- Biow, Lisa. **How To Use Computers.** Emeryville: Macmillan Computer Publishing USA, 1997.  
Call Number: NONFIC 004.1 Biow
- Gilster, Ron. **PC Hardware: a Beginner's Guide.** New York: Osborne/McGraw-Hill, 2001.  
Call Number: NONFIC 621.3916 Gilster
- Hoggatt, Jack. **Century 21 Computer Keyboarding.** Cincinnati: South-Western Educational Publishing, 2002.  
Call Number: NONFIC 652.3 Hoggatt
- Kraynak, Joe. **The Complete Idiot's Guide to Computer Terms.** Indianapolis: Alpha Books, 1994.  
Call Number: NONFIC 004.03 Kraynak
- Thompson, Robert Bruce. **PC Hardware in a Nutshell: a desktop quick reference.** Cambridge: O'Reilly and Associates Incorporated, 2000.  
Call Number: NONFIC 621.3916 Thompson
- Torbet, Gordon, Editor, et all. **1,001 Computer Hints & Tips.** Emeryville: Macmillan Computer Publishing USA, 1997.  
Call Number: NONFIC 004 One

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- Word Processing
- Tutorials
- Database Applications
- Graphics Applications
- Spreadsheet Applications
- Presentation Applications
- Internet
- Special ADA Programs
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### Have you visited the Athens Regional Library's web page?

- Visit our web page at:  
<http://www.clarke.public.lib.ga.us/>
- Click on **Internet Resources.**
- The section for **Computers** will be found in the upper right corner.
- You will find many different resources such as tutorials, internet safety and links to several different Internet Service Providers.
- Also, you may visit our Educational Technology Lab for most of your computer needs.

The screenshot shows the Athens Regional Library System website in a Mozilla Firefox browser. The page title is "Internet Resources | Athens Regional Library System - Mozilla Firefox". The address bar shows the URL "http://www.clarke.public.lib.ga.us/internetresources/index.html". The page content includes the library's name, address (2025 Baxter Street, Athens, Georgia 30606), phone number (706.613.3650), and a navigation menu. The "Internet Resources" section is highlighted in purple and contains several categories of links. The "Computers" link, which has 32 sub-links, is circled in red. Other categories include Online Databases, Business & Finance (48 links), Jobs Skills & Career Information (8 links), Law & Crime (28 links), Libraries (15 links), and Literature & Reading (36 links).